

SAIFULLA KHAN

Email ID: Saiffayazkhan@gmail.com

Address: Sulaiman Layout, Near Shanimahathma Temple, Rajabhavi Road, Varthur,
Bangalore-560087 (DIST)

Objectives

- To achieve a sound position in the corporate world and work enthusiastically, honestly with a team to achieve the goals of the organization and also my personal goals.
- Endeavour to make the best use of skill sets/Potential to benefit the organization.

EDUCATIONAL QUALIFICATION

COURSE	INSTITUTION	BOARD/UNIVERSITY	YEAR OF COMPLETION	PERCENTAGE
BBM	Government First Grade college Varthur	Bangalore University	2016	59
PUC	Government PU College, Varthur	Department of Pre- University Education	2013	65.16
SSLC	Government High School, Varthur	Karnataka Secondary Education Examination Board	2011	68.80

EDUCATIONAL TRAINING AND PROJECT

Completed Project on Recruitment and selection process in VST Tillers and Tractors Limited.

WORK EXPERIENCE

Working in Conduent Business Services India, LLP. Currently working as Accounting Associate. I have 1.6 years' experience.

Work Details:

- Handling issues from the clients and resolving them.
- Produce high quality documentation, Quality Checker & Check Lists.
- Quality checking of Generated outputs.
- Giving training for new hires. Helps them in understanding the business.
- Maintain the deliverables within the **SLA** (Service Level Agreement).

PERSONAL COMPETANCIES

- Positive Attitude.
- Good Punctuality.
- Team Worker.
- Good listener and leadership skills.

SKILLS

General Skills

- Organized and implemented group activities in an efficient manner.
- Established rapport with diverse individuals and groups.
- Established friendly and lasting relationships with farmers.
- Listened, calmed and assisted farmers with concerns.
- Demonstrated ability to express ideas in a team environment and influence action.

Computer Skills

- Proficient with Microsoft Word, Excel, Power Point and Internet.
- Proficient with Social networking sites.

HOBBIES AND EXTRACURRICULAR ACTIVITIES

- Music
- Playing Cricket
- Watching TV
- Reading Holy Books

PERSONAL DETAILS

DATE OF BIRTH: 08-08-1995

GENDER: Male

FATHER'S NAME: Faiyaz Khan

MARITAL STATUS: Single

RELIGION: Muslim

LANGUAGES KNOWN: English, Hindi, Kannada, Telugu and Urdu.

EMAIL ID: Saiffayazkhan@gmail.com

PHONE NO.: 8553701844

Declaration

I hereby declare that all the statements made by me in this resume are true, complete and correct to the best of my knowledge and belief. This resume is in favor of your kind information and further needful.

Place: Bangalore

Date:

Regards

(SAIFULLA KHAN)